



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Energy Efficiency Program and Policy Analyst Burlington Electric Department

POSTING DATE: February 17, 2014
RATE OF PAY: \$48,196 - \$79,011 DOE
EXEMPT/NON-EXEMPT: Exempt
UNION: IBEW

DEADLINE TO APPLY: March 7, 2014
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: A04

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for developing the BED annual Energy Efficiency plans & budgets, and for periodic budget and program reporting and the associated required analysis and regulatory interaction. This position is responsible for conducting research, general financial analysis and creating and evaluating program-wide performance measurements. This position interacts with peers within the field and with regulatory and financial agencies at all levels of government to track and monitor BED's energy efficiency utility program requirements, to meet all regulatory filing deadlines and to represent BED in appropriate regulatory proceedings.

ESSENTIAL FUNCTIONS:

- Responsible for the preparation of all BED energy efficiency filings with the Vermont Public Service Board (PSB).
- Represents BED in regulatory proceedings before the PSB.
- Develops and generates monthly, quarterly and annual energy efficiency reports for the Burlington Electric Commission, the Vermont Department of Public Service (DPS) and the PSB.
- Develops BED's annual plan for filing and review by the PSB and the public.
- Develops and maintains BED's long-range energy efficiency plan and 3-year program budgets.
- Coordinates, develops and monitors key program cost-effectiveness ratios for the Department to be used in a variety of formats.
- Develops both a calendar year and a fiscal year budget for BED's energy efficiency programs.
- Reviews BED energy efficiency performance data bases and interacts with the Resource Planning staff to monitor and maintain accurate information on program performance.
- Develops, reports on and maintains short-term energy efficiency plans and forecasts as needed to assist in BED's demand resource planning activity and associated interaction with the DPS and PSB.
- Communicates and coordinates financial transactions with regulatory agencies as required.
- Monitors energy efficiency spending and associated budget reports for internal & external reporting needs, including but not limited to, monthly budget variance reports, program spending reports, etc. and notifies appropriate personnel of deficiencies or irregularities.
- Responsible for maintaining and reporting of BED's Service Quality and Performance, Monitoring & Reporting Plan ("SQRP") in the area of energy efficiency.
- Develops and generates various efficiency program policies and procedures manuals.
- Performs financial and statistical analysis and accounting research as required.
- Assists with legal research in the area of energy efficiency policy.
- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- A Bachelor of Science Degree in Business Administration, Public Administration, Accounting or Law, and five years of experience in a responsible analytical, legal or accounting position; or, an Associates Degree in one of those disciplines and seven years of experience in a responsible position in one or more of those disciplines are required. A minimum of three years of experience with utility energy efficiency programs is required.
- Demonstrated ability to communicate effectively both orally and in writing at a very high level of complexity is required.
- Demonstrated analytical ability and attention to detail is required.
- Ability to operate in a Windows based environment using word processing and spreadsheet software required. Demonstrated ability to work fluently within data base or equivalent software is required.
- Ability to organize and prioritize work-flow and meet deadlines is required.
- Ability to self-initiate tasks and to work with minimal supervision is required.
- Demonstrated ability to establish and maintain good relations with co-workers is required.
- Ability to carry out duties and functions in a confidential manner is required.
- Ability to work well in a team environment is required.
- A strong desire to improve service to internal and external customers is required, as is a high level of personal creativity, initiative and enthusiasm to work within a constantly changing organization.
- A working knowledge of generally accepted accounting and/or state and municipal regulatory practices is desired.
- Experience with utility regulatory, accounting or finance reporting is strongly desired.
- Familiarity with computerized accounting systems is desired.
- Knowledge and working familiarity with FERC Chart of Accounts is desired.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.